Booking Comments Report

The Booking Comments Report displays the guest booking comments entered into each booking.

There are three types of booking comments that can be entered in the booking: Booking Comments, Guest Comments and Folio Comments. See Booking and Guest Comments and Edit Folio to learn more about how to enter and modify Booking Comments.

The Report displays the booking comments by date range and can be sorted by folio #, guest name, confirmation # or room.

To run a Booking Comments Report:

- Go to REPORTS | DAILY REPORTS
- Click on **Booking Comments**
- Choose Date: Choose a single date or date range. I.e. for a single date choose Dec. 1, 2015 and Dec. 1, 2015 in both the start and end
- Comments: Choose the comments to display: All, Guest, Booking or Folio.
- Sort by: Select the sort order: Confirmation #, Guest Name, Folio # or room..
 Choose Report format: HTML, EXCEL or CSV
- Click Generate Report

Daily Reports

- Arrivals Report
- Batch Settlements
- **Booking Comments Report**
- Bookings with Unassigned Rooms
- Cancellation Report
- Departures Reports
- High Balance
- In-House Guest Ledger
- In-House
- Item Analysis
- Items Included Report
- Print All Reg Cards

Booking Comments Report displays the following information:

- Room: Room # or name
- Confirmation: Confirmation # of booking
- Guest Name: Guest name as entered in the booking data of the booking.
- Guest Comments: Displays the comments entered in the Guest Comments of the booking. See Booking and Guest Comments
- Booking Comments: Displays the comments entered in the Booking Comments of the booking. See Booking and Guest Comments Folio Comments: Displays the comments entered in the Folio Comments of the booking. See Edit Folio

See an example: Booking Comments Report.pdf